

INSTRUCTIONS AND TIPS FOR THE USE OF EQUIPMENT IN THE CAPITOL COMMITTEE ROOMS

last update: June 11, 2008

LIGHTS

The lights have four preset conditions: off, 1/3 on, 2/3 on, and all on. The lights should come on when you power on the console. Alternatively, they can be turned on at the wall by the door. The lights will not go off when the console is turned off. They must be turned off at the door.

LAYOUT OF THE ROOM

Each room contains a concave-shaped committee desk, a secretarial desk in the corner, a witness desk, and audience area. There are also small tables at the entrances for placing handouts for the audience. Please do not move the furniture. You will be billed for any missing or damaged furniture.

PHONES

On the secretarial desk in the corner there is a telephone supplied for your convenience. This phone is connected to the Legislative phone system, which is not part of the State phone network. If you need to dial a state phone number, you must first press the "outgoing" button or dial 8, then dial the state phone number including the prefix.

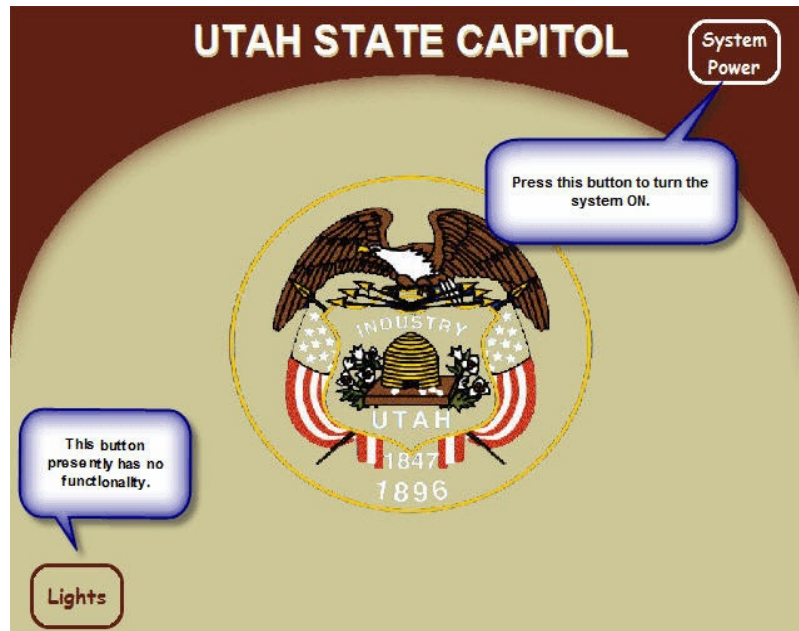
This phone is digital so it cannot be used in conjunction with any polycom-type phone conferencing equipment. If you need to do a phone conference this feature is provided on the console and connects your callers (up to 10) to the room's sound system.

You can only make local calls from these phones.

CONTROL PANELS

This section serves as a brief tutorial and reference guide for using the control panels in the committee rooms in the Capitol. It is recommended that you use some stylus device, such as the eraser end of a pencil, when operating the panels. This is found to be much easier if your fingers are large or you wear bifocals.

If the screen is blank when you approach the control panel, touch anywhere on the screen to bring it back to life. The first screen you will see it this:



Once you touch the System Power button, the main menu should display. A graphic of this screen is on the next page in large format so you can easily see all of the features. If you don't need further instruction, you can print the page and take it with you as a reference.

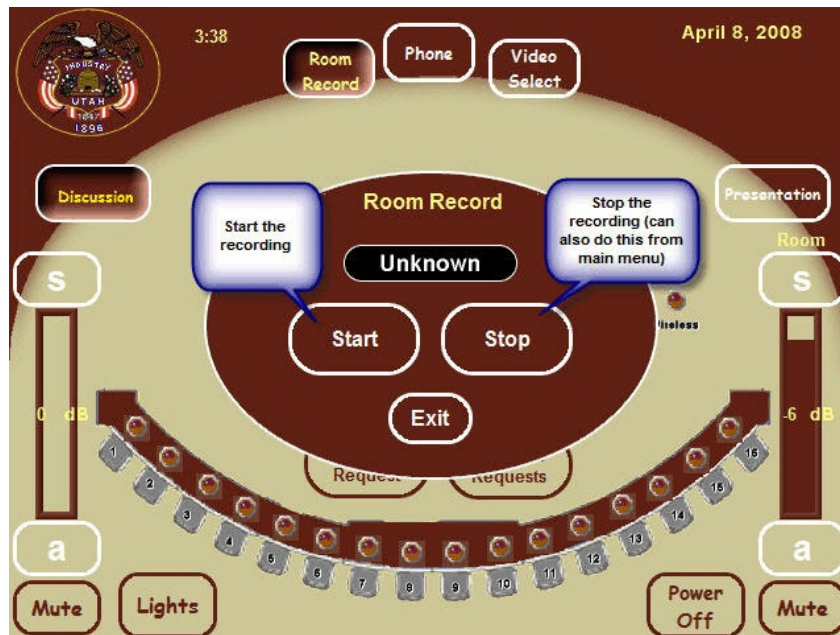
Some of the buttons that you touch will cause a round pop-up box to appear on top of the main menu. Graphics for those boxes, with explanations of their buttons and functionality, appear on the subsequent pages.



Main Menu of Committee Room Control Panel

Recording a Meeting

When you touch the “Room Record” button on the main menu the following box appears:



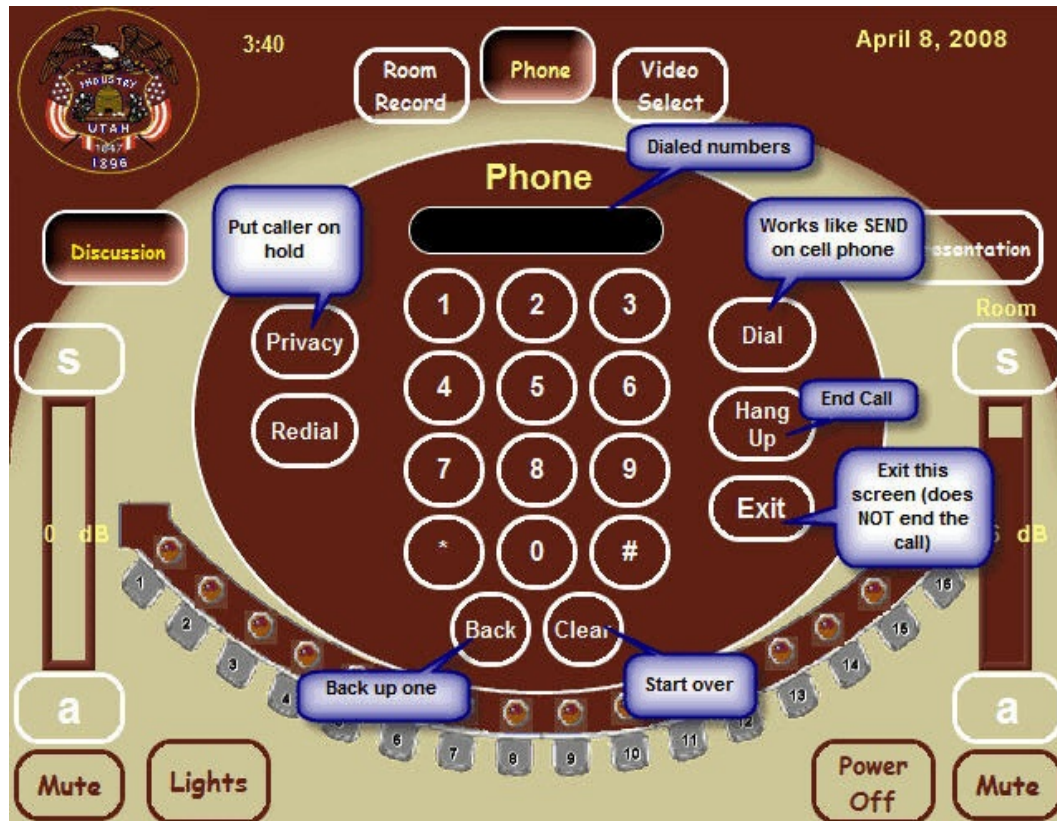
Simply press START and the recording begins (there's a bit of a delay while the magic happens behind the scenes). The main menu will return. Please note the changes to the screen:



This gives you a visual queue of whether or not your meeting is being recorded. It also provides a quick, convenient way to stop the meeting for whatever purpose.

Telephone Conferencing

You can call someone on the phone and have them participate in the meeting using telephone conferencing. If you need multiple phones included in the conference (up to 10), please make arrangements with IT staff (at least 24 hours in advance). Once you've touched the PHONE button on the main menu you will see the following pop-up:



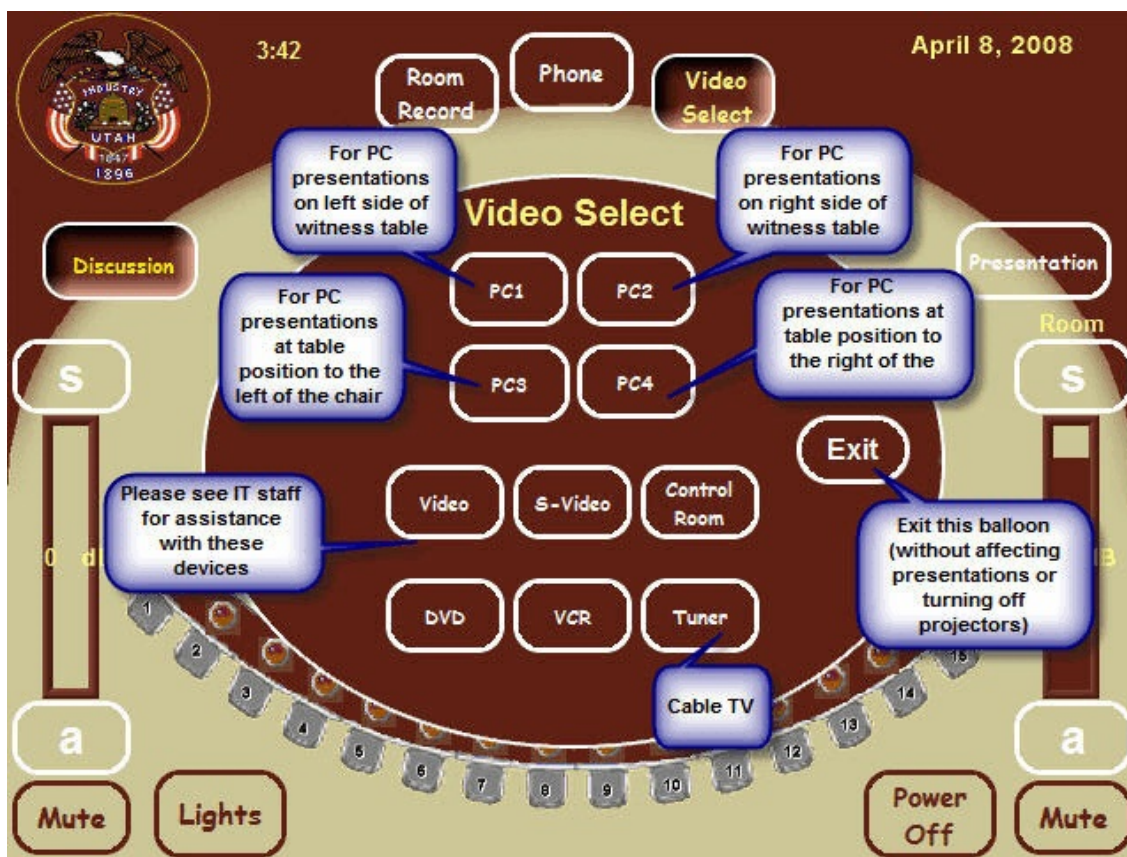
After placing a call, speak into the microphone to talk to the caller. It would probably be polite to inform them that the conversation is being broadcast on speakers in the room. Once the call is established, you can touch the EXIT button to return to the main menu to control the microphones. The EXIT button does not disconnect the call.

Presentations

Before using the projectors, pull down the screens at the front and back of the rooms. In room C445, the screens are on the side walls. There are four panels to attach laptops to the projection system, two are provided in the panel on the witness table, along with power and data outlets. The other two are on the back panel to the sides of the chair's position. A cable is not provided for these positions.

WARNING: The projectors take about 2 minutes to warm up. If you press the DISCUSSION button at any point the system goes to sleep while it cools off the projectors and shuts them down. Please plan accordingly.

You may want to prepare for presentations ahead of time by going into presentation mode (touch the Presentation button). This will bring up the Video Select screen:

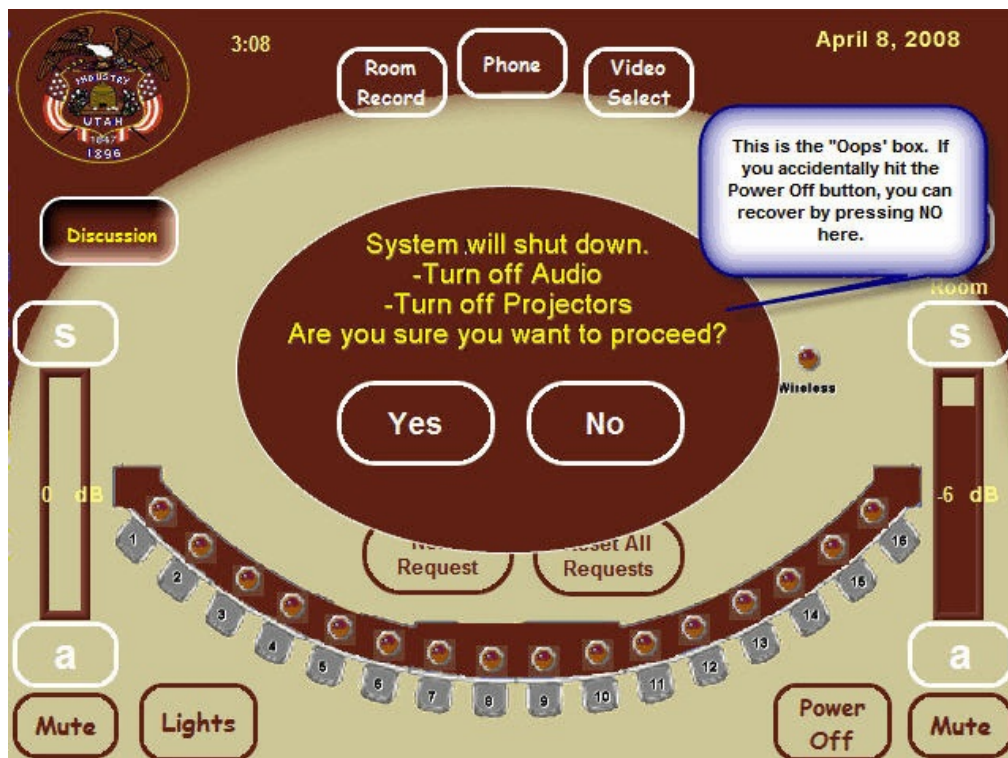


You can press the EXIT buttons without affecting the projectors. When you're ready for your first presenter, touch the VIDEO SELECT button, followed by the appropriate type of presentation. The DVD player is in a cabinet off to the side (at one end of the horse shoe in room 445). Please do NOT turn the power ON/OFF on the DVD player. The system will do that when you press the DVD button. *Note: IT staff recommends that you reserve a committee room prior to your first meeting so that you can practice using the presentation equipment.*

Ending the Meeting

WARNING: Failure to power off the console at the end of your meeting can cause the equipment to overheat and malfunction. If you leave the system on, you may be billed for the damages.

Once your meeting has concluded (don't forget to stop the recorder!), simply touch the POWER OFF button. The following pop-up will display:



This pop-up is a safety net in case you accidentally touch the POWER OFF button. If your meeting is finished, touch YES and the system will return to the OFF position. In time, the monitor will turn itself off.

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